

**REPUBLIC OF TÜRKİYE**  
**MINISTRY OF ENVIRONMENT, URBANISATION AND CLIMATE CHANGE**  
**GENERAL DIRECTORATE OF CONSTRUCTION AFFAIRS**  
**Internationally Funded Seismic Retrofitting Department**

**TÜRKİYE EARTHQUAKE RECOVERY AND RECONSTRUCTION PROJECT**  
**(P180849)**

**TERMS OF REFERENCE FOR**  
**RECRUITMENT OF PROCUREMENT EXPERT**  
(REF: TERRP-INDV-PE-02)

## **1. BACKGROUND**

The Ministry of Environment, Urbanization and Climate Change has received financing from the World Bank toward the cost of the Türkiye Earthquake Recovery and Reconstruction Project (TERRP) and intends to apply part of the proceeds for consulting services.

General Directorate of Construction Affairs (GDCA) of The Ministry of Environment, Urbanization and Climate Change (MOEUCC) will serve as the main implementing agency for the Project. The overall objective of the Project is to support the enormous reconstruction and recovery needs in Türkiye after the devastating February 2023 earthquakes, to adopt a “build back better” approach to the rehabilitation and reconstruction of damaged rural houses, livelihoods and associated infrastructure.

The Component 3 –Rural Housing Reconstruction and Recovery is composed of following subcomponents:

- Subcomponent 3.1: Resilient rural housing and village reconstruction
- Subcomponent 3.2: Capacity building for resilient recovery and post-disaster housing support

The General Directorate of Construction Affairs (GDCA) established a project implementation unit (PIU) which is responsible from overall implementation of the project.

Within the framework of the Türkiye Earthquake Recovery and Reconstruction Project, (TERRP), a **Procurement Expert (TERRP-INDV-PE-02)** will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment, Urbanization and Climate Change (MoEUCC).

## **2. OBJECTIVES**

The main objective of this assignment is to employ an experienced consultant as the **Procurement Expert** of the GDCA PIU to assist in the project implementation activities under **Türkiye Earthquake Recovery and Reconstruction Project** as indicated below.

### 3. SCOPE OF THE SERVICES

The Consultant shall;

- a) The Consultant shall provide procurement management services to the GDCA's PIU during the course of procurement process and ensure that the approved Procurement Plan is followed, and the requirements of the World Bank Procurement Regulations are satisfied.
- b) The Consultant shall support PIU for the preparation of Project Procurement Strategy for Development (PPSD) and Procurement Plan, and its updates, including necessary market sounding.
- c) The Consultant shall support PIU to record all Project procurement actions in the World Bank's Electronic Planning and Tracking tool (STEP).
- d) The Consultant shall prepare procurement advertisements and all sorts of bidding documents for consulting services, goods, works and non-consulting services in accordance with the World Bank Procurement Regulations stipulated in the Legal Agreements, for all selection methods (RFP, RFB, RFQ etc.) and review the completeness of the document before submission of the document to the World Bank for "no objection".
- e) The Consultant shall prepare and review all parts of the procurement documents, including, cost estimates, sections such as technical specifications, BOQs, TORs, etc. of the bidding documents and check the consistency of these sections with the other sections of the standard or sample bidding documents of the World Bank and make necessary recommendations for changes where required.
- f) The Consultant shall provide assistance to the PIU during the evaluation of bids/proposals to ensure that are submitted in accordance with the requirement and shall prepare the standard evaluation report accordingly.
- g) The Consultant shall assist the GDCA's PIU in finalization of contract negotiations and prepare the "Memorandum of Understanding" which is part of the contract. The Consultant coordinates the PIU to complete the contracting process timely.
- h) The Consultant shall support the GDCA in the management of the signed contracts. In this regard, the Consultant (i) will establish and monitor key performance indicators with necessary reporting obligations (reports to be prepared by the contractors and also the Consultant); (ii) will support the PIU in the interpretation of the contract clauses; (iii) support the PIU in case dispute matters arise between PIU and contract parties; and (iv) control the delivery of goods, works and services, in a satisfactory manner, and, upon completion of the services and/or works and/or delivery of goods, s/he shall prepare a "control report" to coordinate with the Finance Expert towards initiating the payment process.
- i) The Consultant shall ensure the files and documents related to procurement are recorded and organized rigorously. The Consultant will keep the recording of all procurement-related documents in hard and soft copies and in an orderly manner to meet the requirements of the Treasury and the World Bank to be ready for the annual audits. S/he shall support the GDCA with providing justifications and explanations as requested during the regular audits of the project.

A detailed list of services will be provided to the **Procurement Expert** upon contract of employment.

#### **4. REPORTS**

The Consultant shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. S/he will fill in detailed time sheets on his/her activities and comply with his/her contract's requirements in terms of payment/time justification in the context of high accountability under IBRD financing. The reports prepared by the Consultant will be submitted to GDCA PIU.

#### **5. DURATION AND LOCATION OF SERVICES**

The services will be required on a full-time basis. The **Procurement Expert** is expected to commence work as soon as possible, with two months' probation period and a renewable 1-year contract, if performance is satisfactory, through the duration of the project.

The Consultant will be expected to travel to civil works sites and other relevant sites under the project throughout project implementation. The applications received from the earthquake-affected region are privileged.

#### **6. QUALIFICATION REQUIREMENTS**

- University degree in Engineering, Architecture, Law, Economy, Finance, Business or Commerce or any other discipline relevant for the project and/or scope of the services required. A Master's degree in the relevant field would be considered an asset.
- Minimum 5 years of procurement experience in public procurement either in the government agencies or in the private sector of which minimum 3 years of this experience is in the procurement of World Bank financed projects or other international financing institutions.
- Knowledge of using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) is an asset.
- Solid knowledge of Turkish public procurement rules,
- Experience working with public agencies is an asset.
- Fluency in oral and written Turkish and English languages.
- Proficiency in using Office applications and other Professional software.
- Have no restriction for travel.
- Adaptability to flexible working hours.
- Completed or postponed military service for male candidates (for Turkish citizens).

*Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.*

## 7. METHODOLOGY

The consultant will be hired following the guidance of World Bank's "Procurement Regulations for IPF Borrowers" – November 2020 ("Procurement Regulations"). The contracted position will be the Recruitment of **Procurement Expert** to support the GDCA PIU. The contract will be signed between the GDCA or his designee and the consultant.

## 8. APPLICATION

Curriculum vitae (CV) in English in the format given below together with a one-page application letter must be delivered to the address below in person or by e-mail, indicating the title and the reference code of the applied position in the subject line. **The deadline for application is January 13, 2025; 4:00 p.m. Türkiye local time.** Confirmation will be shared upon receipt of application.

Ministry of Environment, Urbanization and Climate Change  
General Directorate of Construction Affairs  
Internationally Financed Seismic Retrofitting Department  
Attn: Önder YURDAKUL (Project Director)  
Mustafa Kemal Mahallesi, 2082. Cadde, No:52, 06510  
Çankaya / ANKARA  
E-mail: [ihale.kadiyap@csb.gov.tr](mailto:ihale.kadiyap@csb.gov.tr)  
Web-site: <https://kadiyap.csb.gov.tr/>

## CURRICULUM VITAE

**Name of Staff** :  
**Profession** :  
**Date and Place of Birth** :  
**Civil Status** :  
**Home Address** :  
**Phone**       **home** :  
                  **mobile** :  
**E-Mail** :  
**POSITION** :  
**APPLIED**

### KEY QUALIFICATIONS

Specific experience in:

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### EDUCATIONAL BACKGROUND

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### PROFESSIONAL EXPERIENCES

(Employment Record)

- 
- 
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**Language Proficiency :**

1.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

2.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

3.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

**Computing Knowledge :**

Experience in:

- 
- 
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**Membership of Professional Societies :**

**References and transcripts : AVAILABLE UPON REQUEST**

**Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

Signature

Date